

Camp Roberts Regulation 703-1

Petroleum Management

**Fuel (Class III)
Procedures**

Headquarters
Camp Roberts
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Petroleum Management

Fuel (Class III) Procedures

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Summary. This regulation outlines the standard operating procedures for Fuel Class III Operations at Camp Roberts.

Applicability. This regulation applies to all individuals and organizations utilizing

facilities and training areas at Camp Roberts.

Proponent and exception authority. The proponent of this regulation is the Director of Personnel and Resource Management at Camp Roberts (CACR-DPRM). The CACR-DPRM has the authority to approve exceptions to this regulation that are consistent with the controlling law and regulation. The CACR-DPRM may delegate this authority in writing to a division chief with the proponent office that holds the minimum grade of Captain, Warrant Officer, or civilian equivalent.

Interim Changes. Interim changes to this regulation are

not official unless they are authenticated by the CACR-DPRM, Headquarters, Camp Roberts.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to: Commander, Camp Roberts ATTN: CACR-DIS-LG Camp Roberts, CA 93451-5000

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Chapter 1

Introduction

1-1. Purpose. To prescribe procedures to be followed for the distribution of all Class III fuels at Camp Roberts.

1-2. References. DA PAM 710-2-1, AR 385-30, AR 750-58, CA ARNGR 703-1, and MIL-STD 161.

1-3. Explanation of abbreviations and terms.

Abbreviations and special terms in this regulation are explained in the glossary.

Chapter 2

Fuel - Class III - Procedures

2-1. General

a. Fuel forecast and current fuel prices for fuels must be requested forty-five (45) days prior to the date that fuel is required.

b. Camp Roberts is currently authorized to dispense JP8 by bulk and retail methods and MOGAS by Retail methods.

c. All fuel at Camp Roberts is the property of Department of Energy Support Center (DESC), therefore, it requires that all military units requesting fuel must provide the following information: valid DODAACS (sub DODAAC if National Guard), APC code, signal code, and fund code. Non military entities will require a T-DODAAC. How to request a T-DODAAC can be down loaded and the form, from the DESC home page web site.

d. Diesel fuel is not available at Camp Roberts. JP8 is the authorized replacement and will be utilized in all diesel vehicles requiring fuel. Vehicle operators that are unclear as to the performance effects of JP8 in their vehicles should contact their OMS or the Camp Roberts DOL prior to its use.

e. Due to the high quality and cleansing nature of JP8, impurities currently in the vehicle system from the lower grade diesel fuel may block fuel filters on vehicles that have not previously used JP8 rendering the vehicle inoperable.

f. Any damage, or problems involving fuel on Camp Roberts must be reported to either the Director of Logistics (CACR-DIS-LG), Camp Roberts Fire Department, or Federal Police at Camp Roberts as required by the nature of the incident. A report number will be provided to the reporting customer by the responding department. The customer unit must retain the report number for thirty (30) days after the date of the incident or problem.

g. All fuel spills will be reported immediately to the Camp Roberts Emergency Services regardless of quantity. Phone: (805) 238-8220 or extension 68220.

2-2. Bulk Fuel

a. Bulk fuels are normally drawn between 0800-1400 Monday-Friday five (5) days per week by appointment only and dependent upon the availability of personnel. After hours bulk fuel draws must be requested in writing on a Camp Roberts 307 form Fuel Forecast sheet at least fourteen (14) days prior to fuel requirement.

b. Customer organizations will be responsible for drawing bulk fuel at the date and time scheduled. Camp Roberts cannot guarantee fuel availability at a later time if appointments are missed.

c. Drivers are required to have in their possession a current U.S. Government Driver's License, annotated with both the class of vehicle they are driving and a current Hazardous Material (HAZMAT) certification. No bulk fuels will be issued to any organization until both the driver/co-driver and the vehicle are determined to be in compliance with HAZMAT and licensing requirements.

d. Customer organizations are not authorized to draw bulk fuel in tankers for use or storage at home stations.

e. Customer organizations are authorized to draw bulk fuel in tankers for use in support of convoy operations from Camp Roberts only with seven (7) days prior written approval from the USPFO.

2-3. Retail Fuel

a. Retail fuels are dispensed twenty-four hours a day by a self-service fuel key reader system. The facility is unmanned and only Fuels Master keys will work in the system.

b. Retail fueling is the responsibility of the customer and any damage, fuel spills, or problems must be reported to the CACR-DIS-LG, Camp Roberts Fire Department, or Federal Police at Camp Roberts as required. A report number will be provided to the reporting customer by the responding department. The customer unit must retain the report number for thirty (30) days after the date of the incident or problem.

c. No GSA vehicles will be able to obtain retail fuel on post (subject to change).

d. MILITARY USE ONLY: Prior authorization of fuel issue for civilian rental vehicles will be granted ONLY in the event of submittal of the rental agreement and must be authorized by DOL/Petroleum, Oils, & Lubricants (POL) management.

e. Camp Roberts Retail Fuel Point is ONE-WAY only ingress/egress. No turn-around authorized! Violators will be refused the use of the fuel point.

f. All personnel must dismount Vehicles while fueling at station.

g. NO CELL PHONES usage within 25 feet of gas, JP8 dispensers.

2-4. Fuel keys.

a. Fuel Keys are accountable items and will only be issued to personnel based on a current Delegation of Authority, DA Form 1687.

b. Any unit or tenant organization that loses their fuel key will NOT be issued another fuel key until the missing fuel key(s) has been recovered and turned into the Camp Roberts POL section. If not recovered and returned to the POL section within 60 days of the loss, the matter will be turned over to the Camp Roberts Supply Management Officer. A Report of Survey may then be required.

c. Blue and white/gold U.S. Government or Voyager cards will not work in the Camp Roberts key reader system (Fuels Master).

2-5. Tank Truck Parking

a. Ground all tank truck vehicles and equipment at all times.

b. Post NO SMOKING signs around the parking site.

c. Park at least 100 feet away from buildings. Keep at least 25 feet between tank truck vehicles and all other vehicle types.

d. HAZMAT materials for spill response must be present and available.

e. Have fire extinguishers available and ready for use.

f. Place drip pans under all locations where leaks or spills may occur.

2-6. Field Fuel Points Safety Precautions

- a. Ground all tank truck vehicles and equipment at all times.
- b. Post NO SMOKING signs around the area of operations so that anyone working or driving through the supply point can see the signs immediately.
- c. HAZMAT materials for spill response must be present and available at all times.
- d. Keep at least 25 feet between tank vehicles during receipt and issue operations.
- e. All vehicles and equipment will be bonded and grounded prior to receiving or issuing fuel.
- f. Place fire extinguishers at proper locations for easy reach in case of fire.
- g. Place drip pans under all locations where leaks or spills might occur.
- h. Mark the products you handle to identify the type as shown in AR 385-30, AR 750-58, and MIL-STD-161. You must identify the proper type of product at each storage point with stenciled marks, decals, or placards.

2-7. AIRCRAFT REFUELING

- a. Requests for 5,000 or more gallons of fuel must be received in writing ten (10) days in advance of mission, per company size unit.
- b. Aircraft not supported by their own organic ground fuel personnel and equipment may request fuel support from Camp Roberts. The Camp Roberts POL section must receive a hard copy of all Prior Permission Requests (PPR) at least twenty-four (24) hours prior to the fuel requirement. Any fuel request inside the 24-hour window will be completed, as POL personnel are available. Aircrews should expect to wait until a fuel crew is available. The purpose of the 24-hour notice is to determine if any personnel will be available to support your fuel requirements.
- c. Normal fueling hours for aircraft are 0830-1130 and 1230-1430 (starting at 0830 ending fueling operations no later than 1430), Monday- Friday five(5) days a week when POL personnel are available.
- d. If fueling missions are expected to last three (3) days or more and/or over an IDT weekend, it is highly recommended that units bring their own fuel crew and fuel trucks. Camp Roberts POL crew may not be able to keep appointment times, but will fuel as time permits.

2-8. Aircraft Refueling Safety

- a. All aircraft must fuel before loading ammunition.
- b. Aircraft refueling will be performed only at designated/inspected grounding points.
- c. Unhook battery cables on all aircraft not requiring power to monitor intake of fuel. No crewmember is to remain aboard these aircraft while being fueled by Camp Roberts POL staff. Only the pilot or essential crewmember is to remain aboard aircraft when monitoring of fuel intake is required during refueling.
- d. Strapping down rotor blades on aircraft is required. POL crew will stand at least 100 feet away from aircraft until waved in for refueling by aircraft crew.
- e. At least one member from the aircraft must remain with the aircraft to assist in the refueling operation. If no member of the aircraft is available for refueling, the Camp Roberts POL crew will not fuel aircraft, but will return to fuel the aircraft when a new appointment time is requested and arranged by aircraft crew.

2-9. Aircraft Fueling Locations

Rotary winged aircraft will fuel at the designated refuel points located on the main garrison parade field. Parking longer than four hours will be subject to the approval of CACR-DPTM. When Roberts Army Airfield is manned, follow their instructions as to refuel and parking locations. MEDEVAC Aircraft will continue to park and refuel adjacent to the Troop Medical Clinic, as long as their mission is to provide medical support to the troops in training.

2-10. Identaplates

Aircraft crewmembers must have the Identaplate that is dedicated to the aircraft being fueled to receive fuel from Camp Roberts. Reference CA ARNGR 703-1 section 25 paragraph (b) dated 1 Feb 1996 and DA PAM 710-2-1, section 12-12, page 171 dated 31 Dec 1997. No other credit card will be accepted. The Identaplate must be given to the POL crew as soon as the POL crew arrives to fuel aircraft.

2-11. Unauthorized Use Of Fuel Or Facilities

- a. Any organization, individual, customer or unit that is found to be using Camp Roberts fuel and/or fueling facilities contrary to any Camp Roberts regulation, or California state or federal laws will be referred to the Training Site Commander for further action.
- b. Camp Roberts POL personnel have the right to stop any type of refueling operation that is deemed an unsafe act and/or anyone not following Camp Roberts regulations, Army Regulations, or California state laws and federal laws. All unsafe acts will be turned over to the Supply Management Officer and Training Site Commander for further action.

Chapter 3 Spill Procedures

3-1. Preventing and Responding To Spills During Field Operations

- a. During field operations, take extreme care to prevent hazardous substances from spilling and to respond quickly if a spill does occur.

3-2. Identifying Hazardous Substances

Hazardous substances can be broken down into two categories:

1. **Hazardous Materials (HM):** Anything that, due to its chemical, physical, or biological nature, would cause a safety, public health, or environmental concern if improperly disposed of, handled, stored, or transported.
2. **Hazardous Waste (HW):** Any discarded material (solid, liquid, or gas) that:
 - . Has no further value and cannot be reused or recycled
 - . Is harmful to human health or the environment due to its quantity, concentration, or biological, chemical or physical characteristics
 - . Is listed specifically by the EPA; and/or exhibits one or more of the characteristics shown below

Characteristic	Description	Examples
Ignitable	Ignites at less than 140 degrees F	MOGAS, thinner, kerosene
Corrosive	pH less than or equal to 2, or greater than or equal to 12.5	Battery acid (sulfuric acid), DS-2 bleach
Reactive	Violent chemical change	Lithium batteries, MRA heater elements
Toxic	Poses a health hazard	Photographic chemicals, some chemicals and pesticides

3-3. The Ten Most Common Hazardous Wastes Encountered During Camp Roberts Field Operations

- . Waste JP-8/MOGAS Fuel
- . Oil/water separator waste water
- . Used Oil
- . Contaminated rags, absorbents and soil
- . Waste paint
- . Used oil/fuel filters
- . Used grease
- . Waste dry cell batteries
- . Waste aerosols
- . Waste solvents

3-4. Basic Guidelines for Preventing Spills When Storing Hazardous Materials or Accumulations of Hazardous Waste

- a. Store chemicals properly
- . Properly label all containers.
- . Include the accumulation start date, the hazard warning and the contents on hazardous waste containers.
- . Keep containers closed with appropriate lids when not in use (dispensing or filling).
- . Ensure containers are in good condition (i.e., rust and dent-free).
- . Store incompatible materials separately.
- . Keep POL, hazardous materials, and hazardous waste storage areas clean, orderly and a safe distance from living and dining areas, bunkers and ammunition storage areas.
- . Post warning signs that are visible from a distance of 50 feet.
- b. Use secondary containment
- . Place drip pans and absorbent pads under leaking vehicles and fueling nozzles.
- . Ensure POL, hazardous materials, and hazardous waste storage areas have secondary containment.
- . Remove water from secondary containment and dispose of as a hazardous waste.
- c. Use spill kits
- . Maintain enough PPE, and spill prevention tools for routine activities.
- . Limit waste containers to thirty gallons so they are easier to lift and move.
- . Maintain a MSDS for each hazardous material and keep the SPCC Plan available.

3-5. Responding to spills; when responding to spills follow these steps:

- a. Stop the source of the spill
- . Approach from upwind, return containers to up-right position, close valves, and stop drips and leaks with plugs, putty, or other means that are compatible with the spilled material.
- b. Contain the spill
- . Use earthen berms, absorbent socks, or any other compatible means to stop the flow.
- . Place leaking containers into compatible larger containers.
- c. Begin cleanup procedures
- . Absorb the spilled material with dry sweep, or any other compatible material.
- . Localize the spilled material into the smallest area possible.

- d. Place hazardous waste in containers
- . Place contaminated environmental media (soil, rocks, wood, etc.) and spill response materials into separate containers, write the contents and the accumulation start date of the waste on the containers, and take the container to the hazardous waste accumulation area.
- e. Send a report
- . Relay the following information to the Unit Commander using the chain of command:
 - Type of material spilled
 - Amount of material spilled
 - Actions taken to correct the situation.

TABE OF EMERGENCY ASSISTANCE

Agency/Contractor	Description of Services	Office Number/ Alternate Number	Hours of Operations
Police	Provides traffic and crowd control	911	24 Hours
Camp Roberts Fire Department	Spill containment and emergency/injury response	911	24 Hours
San Luis Obispo County Fire	Spill containment and emergency/injury response	911	24 Hours
Monterey County Fire Department	Spill containment and emergency/injury response	911	24 Hours
CHEMTREC	Provides chemical hazard information	800-424-9300	24 Hours
Twin Cities Hospital	Provides medical care	911 or 805-434-3500	24 Hours
Ambulance	Provides medical assistance and transport	911	24 Hours
Toxic Information Hotline- Spills	Provides information about chemical toxicity	213-890-4045	24 Hours
Statewide Environmental	Disposes of residue from hazardous waste spills	916-562-2242/ 213-881-2455	Mon-Fri 0800-1700
Poison Control Center	Provides telephone assistance for toxic chemical exposure	800-342-9293	24 Hours
Central Coast Region Water Quality Control Board	Helps determine if the incident will create regional disturbances to water	805-549-3147	Mon-Fri 0800-1700
Monterey Bay Unified Air Pollution Control District	Provides information about releases to the atmosphere	831-647-9411	Mon-Fri 0800-1700
National Response Center (NRC)	Reportable Spill Hotline	800-424-8802	24 Hours
US Environmental Protection	Provides guidance about environmental regulations	800-424-8802	24 Hours
Office of Emergency Services	Reportable Spill Hotline	800-852-7550 916-262-1621	24 Hours

Glossary

Section I Abbreviations

BOND

Safety requirement for preventing static electricity

BULK

Issue of fuel into a tanker or trailer that will in turn issue to retail customers

CACR

California Camp Roberts

CA ARNGR

California Army Reserve National Guard Regulation

CLASS III

DOD Class of Supply for Petroleum, Oils, Lubricants (POL)

DA PAM

Department of the Army Pamphlet

DIS

Directorate of Installation Support

DESC

Department of Energy Support Center

DOL

Directorate of Logistics

DRM

Directorate of Personnel and Resource Management

GROUND

Safety requirement for preventing static electricity

GSA

General Service Administration

IDT

Individual Duty Training

JP-8

Replaces diesel fuel and JP-4 for both ground and aviation fuels

Section II

Terms

LG
Logistics

MEDIVAC
Medical Evacuation

MIPR
Military Interdepartmental Purchase Request

MOGAS
Unleaded gasoline used by Army equipment

POL
Petroleum, Oil and Lubricants

PPR
Prior Permission Request

RETAIL
Issue to the end user vehicle

USPFO
United States Property and Fiscal Office